

**ATHENS REGIONAL LIBRARY BOARD  
2016 ATTENDANCE RECORD**

	January	April	July	October
Cindy Bryant	<b>X</b>			
Mark Campbell	<b>X</b>			
Wally Eberhard	<b>X</b>			
Tom Gresham	<b>X</b>			
Karen Harrison	<b>X</b>			
Dennis Hopper	<b>X</b>			
Penny Mills	<b>X</b>			
Ramona Booth	<b>X</b>			
Bill Prokasy	<b>X</b>			
Harry Rice	<b>X</b>			
Howard Shapiro	<b>X</b>			
Rita Shoemaker	<b>X</b>			
John Timmons	<b>X</b>			
Jean Westmacott	<b>X</b>			
Robert Wyatt	<b>X</b>			
VACANT ( <i>Franklin Cnty</i> )	-			

**ATHENS REGIONAL LIBRARY BOARD  
2015 ATTENDANCE RECORD**

	January	April	July	October
Mark Campbell	ABSENT	X	X	
Wally Eberhard	ABSENT	X	X	
Tom Gresham	X	X	X	
Karen Harrison	X	X	X	
Dennis Hopper	X	X	ABSENT	
Wayne Miller/Darby Cannon	X <sub>WM</sub>	X <sub>WM</sub>	X <sub>DC</sub>	
Penny Mills	ABSENT	X	X	
Ramona Booth	X	X	X	
George Nale	X	X	ABSENT	
Bill Prokasy	ABSENT	X	X	
Howard Shapiro	X	X	X	
Rita Shoemaker	X	X	X	
Cheryl Slater	X	X	X	
John Timmons	X	X	ABSENT	
Jean Westmacott	X	X	X	
Robert Wyatt	X	X	ABSENT	

**ATHENS REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES MEETING**  
**Thursday, January 21, 2016**  
**DRAFT AGENDA**

- I. Call to Order
- II. Announcements
- III. Public Comment [3-minute limit]
- IV. Approval of Minutes, Regular Quarterly Meeting, October 15, 2015
- V. Adopt the January 21, 2016 Meeting Agenda
- VI. Financial Report, FY16Q2 – prepared by Mamie Simonds, Business Manager
- VII. Regional Reports
  - Athens-Clarke County
  - Franklin County
  - Madison County
  - Oconee County
  - Oglethorpe County
- VIII. Director's Report (including any Staff Presentations)
  - Results AUP Audit from GPLS
  - Hot Dog Day
  - Bequest to ARLS
- IX. Committee Reports
- X. Communications
- XI. New Business
- XII. Board Actions
- XIII. Old Business
- XIV. Adjourn

**Next Meeting April 21, 2016 at 3:30 pm**

# **ATHENS REGIONAL LIBRARY BOARD**

## **Draft Minutes of October 15, 2015 Meeting**

Athens-Clarke County Library Board Room 3:30 pm

Meeting was called to order at 3:33 pm by Chairman Slater (Franklin County). Present were Ms. Mills and Mr. Wyatt (Oconee County), Mr. Gresham, Mr. Shapiro, Ms. Westmacott (Oglethorpe County), Mr. Eberhard, Mr. Hopper, Mr. Prokasy, and Mr. Timmons (Athens-Clarke County).

New Board member Mr. Harry Rice (Madison County) was present and will be finishing the term left vacant by Mr. George Nale's resignation.

Absent were Mr. Campbell (Oconee County), Ms. Harrison and Ms. Booth (Madison County), as well as Mr. Cannon and Ms. Shoemaker (Franklin County).

Staff present were Ms. Bell, Ms. Simonds, Ms. Brumby, Ms. Gay-Griffin, Mr. Bush, Ms. Stanley, and Ms. Ovington (who recorded the Minutes).

The Minutes of July 15, 2015 board meeting were unanimously approved (moved by Ms. Mills, seconded by Mr. Wyatt). The Agenda was unanimously approved (moved by Mr. Hopper, seconded by Mr. Shapiro). There was no public comment.

### Financial Report:

Ms. Simonds stated that we are in the 1<sup>st</sup> quarter of fiscal year 2016, and so revenues and expenditures should be at around 25%. Revenues are at 24.22% and expenditures are at 23.44%. ARLS also received a STEAM materials grant from the State totaling \$10,000, and that was spent during the 1<sup>st</sup> quarter. Ms. Simonds also presented a handout of outside grants and told the board that Terry Masters, CPA will be conducting the annual audit (AUP) during the week of December 14<sup>th</sup>, 2015.

### Regional Reports

#### Athens-Clarke County:

Mr. Eberhard relayed that the Friends of the Athens-Clarke County Library raised over \$20,000 in their recent Book Sale, the "Reimagine Your Library" advocacy campaign is on track, and the Director's Report lists out the many successful programs and supplemental activities being offered.

#### Madison County:

Mr. Harry Rice represented Madison County, replacing George Nale and will officially be on the ARLS Board in January 2016. He delivered the report, relaying that the Friends of the Madison County Library raised over \$4,000 in their recent Book Sale, their zen garden and fountain is installed, and library usage statistics have risen.

#### Oconee County:

Mr. Wyatt stated they had 924 programs with increased numbers in attendance and new library cards. Their budget is in line, and their Friends had a booth at the Oconee Fall Festival. Regarding the Bogart Library expansion, Kathryn Ames agreed to be an advisor/consultant. The expansion has appeared as the number seven project on the list of expansions slated. There is an artist's rendering of proposed changes the BOE & Commission have seen.

Ms. Mills reported the Friends of the Oconee County Library raised over \$14,000 in their recent Book Sale. Also, for a year now they have had a bookseller who comes to the sale and pulls books to sell on eBay on their behalf for a 50/50 commission. They exceeded goals forth in their Strategic Plan. Amy Perry, a Director of Secondary Curriculum, has been appointed to their Board, more to come. They will elect new officers on January 11<sup>th</sup>, 2016. There is a \$4,500 Memorial Fund set aside, and FOL has been working with a local landscaper to get a bench installed to honor their former Board Treasurer.

Oglethorpe County:

Ms. Westmacott reported that Branch Manager Tiffany Speed is still out on leave and expressed gratitude to the staff members who've provided back-up, especially Lorena Gay-Griffin. Their Board of Commission did not increase financial support this year. The City of Maxey's has not responded. The Friends of the Oglethorpe County Library raised over \$950 in their recent Book Sale. Their roof is in need of repair.

Franklin County:

Ms. Slater referred to the Director's Report for a list of activities and programs. They have a new Franklin County representative coming onto the ARLS Board soon: Cindy Bryan (who used to drive the Bookmobile). Ms. Slater thanked everyone for their support as this was her final Board Meeting, term is expiring.

Director's Report, by Valerie Bell:

Valerie Bell presented the director's report in a new format. She said the reports would be a knowledge management tool to be used throughout the year.

- Staff Development Day is November 11, 2015 (Veteran's Day). All board members are invited to attend. The keynote speaker will talk about smart ways to handle and diffuse issues with upset patrons, among other topics. (All library branches will be closed to the public that day.)
- The Re-Imagine Your Library campaign is going well. There were four billboards promoting September as National Library Card Sign-up Month in September. In August, there were radio spots promoting library cards as the most important back-to-school tool.
- Library card sign-ups increased 25% in August 2015 over August 2014. September 2015 card registrations were up 20% over September 2014. Ms. Bell credited some of the September increase to school nights at the library, a partnership between Clarke County elementary schools and the library, spearheaded by Children's Librarian Evan Bush.
- The library received a \$10,000 STEAM grant from GPLS to purchase items.
- Heritage Room Librarian Angela Stanley was accepted to participate in PINNACLE, a GPLS-sponsored year-long leadership program.
- The Bob and Clare Clements reception was a success. This was planned by Ms. Stanley. There were about 200 people at the program and reception. The art exhibit will remain on view through November 30, 2015.

- Regional-wide, the Summer Reading Program went very well with over 7,000 total registrants reading over 147,000 books; 41,000 people attended SRP programs.
- PINES has developed a new library card with children's art on it, in 2 designs, and patrons may pay \$2 for the card.
- GPLS Construction grants: Kathryn Ames as a consultant in the planning, expansion and construction of the Bogart Branch building project with a stipend to come out of construction budget was proposed, using a standard fee structure. Discussion followed by a vote regarding Ms. Bell to proceed with discussions with Mrs. Ames regarding being paid for consultation on the Bogart expansion project, with the knowledge that the Board has approved that the final fee be voted on at a later meeting (moved by Mr. Hopper, seconded by Mr. Timmons, unanimously approved).

### **Authorizations and Approvals**

- A. Authorization to partner with the Food Bank of Northeast Georgia as an intermittent non-perishable food collection site, dependent upon space and time availability and at the discretion of the Library Director (moved by Mr. Shapiro, seconded by Ms. Westmacott, unanimously approved).
- B. Authorization to partner with the Food Bank of Northeast Georgia on various activities as they arise, dependent upon space and time availability and at the discretion of the Library Director (moved by Mr. Gresham, seconded by Mr. Shapiro, unanimously approved).
- C. Approve all branches of the Athens Regional Library System to be closed to the public on Wed., November 11, 2015, so that staff may attend the annual Staff Development Day of Training (moved by Mr. Shapiro, seconded by Mr. Prokasy, unanimously approved).
- D. Approve the schedule of dates and times to hold the Athens Regional Library System Board of Trustee quarterly meetings for the 2016 calendar year (moved by Mr. Gresham, seconded by Mr. Shapiro, unanimously approved).
- E. Approve the 2016 annual holiday closing schedule for all facilities in the Athens Regional Library System (moved by Mr. Prokasy, seconded by Mr. Shapiro, unanimously approved).
- F. Approval for Oglethorpe Branch Manager Tiffany Speed to return to work in December on a part-time schedule not to exceed 4 months (moved by Mr. Eberhard, seconded by Mr. Shapiro, unanimously approved).
- G. Authorization to allow full-time staff, of an equal or higher salary, the ability to donate sick-time hours to a specific employee as the ARLS board determines a Sick Leave Bank policy. Discussion ensued, and it was recommended by Mr. Timmons that the ARLS Resource Team designate an ad-hoc committee to examine this staffing idea. It was moved by Mr. Timmons that the Board agrees to approve the concept of institutionalizing a shared or contributed sick leave bank (seconded by Mr. Hopper, unanimously approved).

Unfinished Business: None

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Athens Regional Library  
October 15, 2015

New Business:

Election of Officers – Mr. Prokasy, as representative of the Personnel Committee, presented this recommended slate of Officers for 2016:

Tom Gresham, Chairman  
Rita Shoemaker, Vice-Chair  
Penny Mills, Treasurer  
Wally Eberhard, Member-At-Large

(Moved by Mr. Timmons, seconded by Mr. Hopper, unanimously approved).

Announcements: None

An Executive Session convened to discuss and vote upon the Six-Month performance Evaluation of Director Valerie Bell, and staff was excused at 4:32 pm (motioned by Mr. Shapiro, seconded by Mr. Hopper).

At 4:50 pm the Board came out of Executive Session to vote on the Director's Review as reported (motioned by Mr. Shapiro, seconded by Ms. Westmacott), unanimous approval.

Adjournment: The Board Meeting was adjourned at 4:51 pm (moved by Mr. Hopper seconded by Mr. Rice and approved unanimously).

**Next Meeting is April 21, 2016 at 3:30 p.m., Athens-Clarke County Board Room**







ARLS FY2016 Balance sheet 12/31/2015

Cash In Bank (10101)		\$1,803,002.37
Petty Cash (10103)	\$	1,050.00
Change Cash (10104 and 10102)		\$500.00
<b>Total Cash and Cash Equivalents</b>		
Investments (10111)		\$198,997.59
Investments (10112)		
<b>Total Investments</b>		
Interest Receivable (10114)	\$	1,232.64
Interfund Accounts Receivable (10132)		
Intergovernmental Receivable - State Government (10150) *		
Intergovernmental Receivable - Federal Government (10150)*		
Intergovernmental Receivable - Local Government (10150)*	\$	47,142.00
Accounts Receivable - Other (10140)		
Allowance for Uncollectible Accounts (10141) Enter as negative		
Inventory for Resale (10172)	\$	11,376.54
Prepaid Expenses (10181)		
Other Current Assets (10199)		
<b>TOTAL ASSETS</b>		<b>\$2,051,924.60</b>

**LIABILITIES**

Cash Overdraft (any cash accounts with negative balances should be reported here instead of assets)		
Interfund Accounts Payable (20402)		
Accounts Payable (20421)	\$	17,562.29
Sales Tax Payable (20425)	\$	236.21
Construction Contracts Payable - Retained Percentage (20432)		
Construction Contracts Payable (20433)		
Due to Other Governments (20440)		
<b>Salaries and Benefits</b>		
Salary Payable (20478)		
Payroll Deductions Payable (20470)		
Federal Income Tax Payable (20471)		
Georgia Income Tax Payable (20472)		
Teacher Retirement Payable (20473)	\$	36,215.21
Group Health Insurance Payable (20475)		
Other Group Insurance Payable (20476)		
FICA Payable (20477)		
Other payroll withholdings payable (20479)		
<b>Total Salaries and Benefits Payable</b>	\$	<b>36,215.21</b>
Deferred Revenue (20481)		
Other Current Liabilities (20499)		
<b>Total Liabilities</b>	\$	<b>54,013.71</b>

Fund Balance

\$1,997,910.89

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Fund Balance

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**Athens Regional Library Outside Grants FY15/16**

Grantor	Grant Description	Amount
ACCL Endowment	Reimagine Your library	30,000.00
ALA/NEH 500 Years of Latino History with UGA	Grant for Hispanic materials	750.00
ALA/NEH 500 Years of Latino History with UGA	Hispanic Heritage Festival (October)	500.00
Athfest Music grant	New children's music grant	1,200.00
Better World Books	ACCL Gift Materials	5,700.88
Better World Books	Pinewoods LEAP grant	15,000.00
Bogart City Materials Grant	Bogart Materials	10,000.00
E-Rate	ARLS Educational Discount on all telephones grant	11,518.00
Friends of the Athens-Clarke County Library	ACCL Wish List	23,000.00
Friends of the Athens-Clarke County Library	Reimagine Your library	12,000.00
Friends of the Lavonia Library	Lavonia Materials	3,832.12
Friends of the Madison County Library	Madison County Wishlist	1,215.00
Friends of the Royston Library	Royston Materials	2,079.00
Friends Staff Development Day	funds for Staff Development Day	800.00
Georgia Council for the Arts Vibrant communities grants	Madison, Oconee and Oglethorpe grants for art program	7,000.00
LSTA PRIME TIME year 2	Hispanic Program	11,250.00
Oconee County Friends of the Library	Watkinsville Materials	26,433.47
Oglethorpe County Friends of the Library	Oglethorpe County Materials	3,681.21
People and Stories	Pinewoods discussion groups on Hispanic issues	63,828.00
State Major and Renovation Grant	Royston, Oglethorpe and ACCL	9,516.00
State STEAM Grant	STEAM Materials	65,000.00
State Technology Broadband Initiative	Broadband for ARLS	304,303.68
TOTAL		

National Program staff training in NJ and Materials

**FY2016**  
**Athens Regional Library**  
**July 1, 2015 through September 30, 2015**

<i>Revenue:</i>	<b>Budget</b>	<b>Amount</b>		<b>% of Budget</b>
<i>Regional:</i>	<b>Amount</b>	<b>Received</b>	<b>Balance</b>	<b>Received</b>
Interest	4,000.00	997.67	3,002.33	24.94%
Regional Fees	-	3,083.87	(3,083.87)	
Personnel	634,456.31	158,614.08	475,842.23	25.00%
STEAM MATERIALS GRANT	10,000.00	9,516.00	484.00	95.16%
System Services Grant	60,234.69	15,058.67	45,176.02	25.00%
Outreach	107,400.00	26,850.00	80,550.00	25.00%
Talking Book Center	76,600.00	19,150.00	57,450.00	25.00%
	<u>892,691.00</u>	<u>233,270.29</u>	<u>659,420.71</u>	<u>26.13%</u>
 <i>Athens-Clarke County:</i>				
Board of Commissioners	1,759,419.00	447,354.75	1,312,064.25	25.43%
City of Winterville	18,000.00	-	18,000.00	0.00%
Fines and Fees	134,300.00	25,316.47	108,983.53	18.85%
Transfer	66,842.00	-	66,842.00	0.00%
Interest	6,000.00	793.39	5,206.61	13.22%
Totals	<u>1,984,561.00</u>	<u>473,464.61</u>	<u>1,511,096.39</u>	<u>23.86%</u>
 <i>Franklin County:</i>				
Board of Commissioners	32,500.00	8,125.02	24,374.98	25.00%
Board of Education	18,225.00	-	18,225.00	0.00%
Cities of Lavonia, Royston, Canon Carnesville & Franklin Springs	31,100.00	4,500.00	26,600.00	14.47%
Transfer from Reserve	8,225.00	-	8,225.00	0.00%
Fines and Fees	11,400.00	12,669.08	(1,269.08)	111.13%
Totals	<u>101,450.00</u>	<u>25,294.10</u>	<u>76,155.90</u>	<u>24.93%</u>
 <i>Madison County:</i>				
Board of Commissioners	197,440.00	49,360.00	148,080.00	25.00%
Fines, Fees and Copy Machines	19,408.00	5,031.21	14,376.79	25.92%
Totals	<u>216,848.00</u>	<u>54,391.21</u>	<u>162,456.79</u>	<u>25.08%</u>

**Athens Regional Library**  
**July 1, 2015 through September 30, 2015**

<b>Revenue:</b>	<b>Budget</b>	<b>Amount</b>		<b>% of Budget</b>
	<b><u>Amount</u></b>	<b><u>Received</u></b>	<b><u>Balance</u></b>	<b><u>Received</u></b>
<i><u>Oconee County:</u></i>				
Board of Commissioners	381,000.00	95,250.00	285,750.00	25.00%
Board of Education	23,900.00	-	23,900.00	0.00%
City of Watkinsville	17,000.00	-	17,000.00	0.00%
City of Bogart	6,500.00	-	6,500.00	0.00%
Transfer from Reserve	11,190.00	11,190.00	-	100.00%
Fines and Fees	33,500.00	8,143.71	25,356.29	24.31%
Totals	<u>473,090.00</u>	<u>114,583.71</u>	<u>358,506.29</u>	<u>24.22%</u>
 <i><u>Oglethorpe County:</u></i>				
Board of Commissioners	56,059.86	14,014.97	42,044.90	25.00%
Board of Education	15,000.00	-	15,000.00	0.00%
City of Maxeys	250.00	-	250.00	0.00%
City of Crawford	500.00	-	500.00	0.00%
City of Arnoldsville	2,000.00	-	2,000.00	0.00%
City of Lexington	500.00	-	500.00	0.00%
Transfer from Reserve	2,552.14	-	2,552.14	0.00%
Fines, Fees and Copy Money	11,000.00	2,413.10	8,586.90	21.94%
Meeting Room	300.00	53.00	247.00	17.67%
Totals	<u>88,162.00</u>	<u>16,481.07</u>	<u>71,680.94</u>	<u>18.69%</u>
 <b>GRAND TOTALS</b>	 <u>3,756,802.00</u>	 <u>917,484.99</u>	 <u>2,839,317.02</u>	 <u>24.42%</u>

Athens Regional Library  
 FY2016  
 July 1, 2015 through September 30, 2015

<i>Expenditures:</i>	<u>Budget</u>	<u>Amount</u>	<u>Balance</u>	<u>% of Budget</u>
<i>Regional:</i>	<u>Amount</u>	<u>Expended</u>		<u>Expended</u>
Wages/Benefits Courier	24,751.00	3,001.20	21,749.80	12.13%
Vehicle Operating & Repairs	6,810.00	1,565.87	5,244.13	22.99%
Summer Reading Club	4,000.00	875.00	3,125.00	21.88%
Debt Collection Service	6,000.00	617.55	5,382.45	10.29%
Workers Compensation	12,000.00	271.40	11,728.60	2.26%
Professional Fees	4,575.00	460.00	4,115.00	10.05%
Postage	4,000.00	241.09	3,758.91	6.03%
Travel	6,702.00	839.24	5,862.76	12.52%
Printing and Publicity	1,000.00	230.45	769.55	23.05%
Dues/Registration	2,000.00	430.00	1,570.00	21.50%
Computer Maintenance	2,420.00	-	2,420.00	0.00%
Insurance	17,142.00	-	17,142.00	0.00%
Supplies	20,000.00	129.87	19,870.13	0.65%
Personnel	634,456.31	158,614.08	475,842.23	25.00%
STEAM MATERIALS GRANT	10,000.00	9,516.00	484.00	95.16%
System Services Grant	60,234.69	15,058.67	45,176.02	25.00%
Talking Book Center	76,600.00	19,150.00	57,450.00	25.00%
Totals	<u>892,691.00</u>	<u>211,000.42</u>	<u>681,690.58</u>	<u>23.64%</u>
<i>Athens-Clarke County:</i>				
Outreach	44,000.00	11,000.00	33,000.00	25.00%
Personnel	1,554,777.50	359,871.23	1,194,906.27	23.15%
Operating Expenses	385,783.50	84,382.69	301,400.81	21.87%
Totals	<u>1,984,561.00</u>	<u>455,253.92</u>	<u>1,529,307.08</u>	<u>22.94%</u>

FY2016

Athens Regional Library  
 July 1, 2015 through September 30, 2015

<i>Expenditures:</i>	<u>Budget Amount</u>	<u>Amount Expended</u>	<u>Balance</u>	<u>% of Budget Expended</u>
<i>Franklin County:</i>				
Outreach	15,000.00	3,750.00	11,250.00	25.00%
Personnel	81,950.00	20,710.55	61,239.45	25.27%
Operating Expenses	<u>4,500.00</u>	<u>833.55</u>	<u>3,666.45</u>	<u>18.52%</u>
Totals	<u>101,450.00</u>	<u>25,294.10</u>	<u>76,155.90</u>	<u>24.93%</u>
<i>Madison County:</i>				
Outreach	14,900.00	3,725.00	11,175.00	25.00%
Personnel	165,141.00	39,033.84	126,107.16	23.64%
Operating Expenses	<u>36,807.00</u>	<u>6,625.26</u>	<u>30,181.74</u>	<u>18.00%</u>
Totals	<u>216,848.00</u>	<u>49,384.10</u>	<u>167,463.90</u>	<u>22.77%</u>
<i>Oconee County:</i>				
Outreach	23,000.00	5,750.00	17,250.00	25.00%
Personnel	414,355.00	106,712.65	307,642.35	25.75%
Operating Expenses	<u>35,735.00</u>	<u>9,071.91</u>	<u>26,663.09</u>	<u>25.39%</u>
Totals	<u>473,090.00</u>	<u>121,534.56</u>	<u>351,555.44</u>	<u>25.69%</u>
<i>Oglethorpe County:</i>				
Outreach	10,500.00	2,625.00	7,875.00	25.00%
Personnel	70,838.00	13,910.04	56,927.96	19.64%
Operating Expenses	<u>6,824.00</u>	<u>1,517.61</u>	<u>5,306.39</u>	<u>22.24%</u>
Totals	<u>88,162.00</u>	<u>18,052.65</u>	<u>70,109.35</u>	<u>20.48%</u>
<b>TOTALS</b>	<u>3,756,802.00</u>	<u>880,519.75</u>	<u>2,876,282.25</u>	<u>23.44%</u>



Athens Regional Library Outside Grants FY15/16

Grantor	Grant Description	Amount
ACCL Endowment	ACCL Materials Grant	25,000.00
ACCL Endowment	Reimagine Your library	30,000.00
Athfest Music grant	New children's music grant	1,200.00
Better World Books	ACCL Gift Materials	5,700.88
Bogart City Materials Grant	Bogart Materials	10,000.00
E-Rate	ARLS Educational Discount on all telephones grant	11,518.00
State Technology Broadband Initiative	Broadband for ARLS	65,000.00
State STEAM Grant	STEAM Materials	9,516.00
Friends of the Athens-Clarke County Library	ACCL Wish List	23,000.00
Friends of the Athens-Clarke County Library	Reimagine Your library	12,000.00
Friends of the Lavonia Library	Lavonia Materials	3,832.12
Friends of the Madison County Library	Madison County Wishlist	1,215.00
Friends of the Royston Library	Royston Materials	2,079.00
Friends Staff Development Day	funds for Staff Development Day	800.00
LSTA PRIME TIME year 2	Hispanic Program	11,250.00
Oconee County Friends of the Library	Watkinsville Materials	26,433.47
Oglethorpe County Friends of the Library	Oglethorpe County Materials	3,681.21
State Major and Renovation Grant	Royston, Oglethorpe and ACCL	63,828.00
TOTAL		<b>306,053.68</b>

**DIRECTOR'S REPORT**  
to the  
**ATHENS REGIONAL LIBRARY SYSTEM BOARD OF TRUSTEES**

Prepared & Submitted by Valerie Bell  
Tuesday, January 19, 2016

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**News from the State (GPLS)**

*Valerie Bell, Library Director*

- \* **Hot Dog Day** will be held on Wednesday, January 27, 2016. Hot Dog Day gives library staff members, Trustees, Friends and other supporters from across the state the opportunity to meet with their elected officials in the General Assembly to voice their support for public libraries. This year, we are advocating for the expansion of the Bogart branch and also for a reinstatement of funding from the State for materials. The event starts at 11:30 am. It would be nice to have a delegation of Friends and Board members attend. If you are interested in attending, please let me know.

**Administrative Report & Updates**

*Valerie Bell, Library Director*

- \* The **annual AUP** (Agreed-Upon Procedures) Audit was performed by Michael J. Foxman, Interim chief Audit Officer for the Board of Regents from Monday, December 14 thru Wednesday, December 16, 2015. The AUP was conducted using the agreed-upon procedures standards normally associated with standards established by the American Institute of Certified Public Accountants. Mr. Foxman reviewed 18 procedures. While most of the findings were reported as "*We did not note any exceptions as a result of our procedures*", there were five procedures with findings and recommendations. The findings were related to "*weaknesses in the system of internal control due to inadequate separation of duties*". In brief, we don't have enough checks and balances built into the system. In the 2016 budget and staffing reallocation, we did plan for an additional part-time assistant in the business office. We have posted the position and received numerous applications. Mamie and I will be interviewing and expect to have a person hired by the end of the month. The AUP Report is attached.
- \* Ms. Aleda Joan Hartman, an educator who lived in Athens-Clarke County, left a **\$32,785 bequest** to the Athens Regional Library System. After discussion with Cheryl Slater and Tom Gresham (the past and present ARLS Board Chairs) and Mr. Timmons, I signed the documents on December 15, to receive the bequest. We received the check on December 22, 2015. I have asked Mamie Simonds to investigate how we can get the best investment return on these monies. In respect of Ms. Harman and her appreciation of education, I would like to use a maximum of \$2,000 annually for the education and training of Regional staff during Staff Development Day. Staff Development Day is the only time during the year that all staff come together to learn about cutting edge library services. There is no established budget for this event. \$2,000 would allow us to secure a keynote speaker for the next several years.
- \* The **Sick Leave Bank** and **Personnel Policy** teams have been established and the review and evaluation of the policies have begun. I expect we will have draft policies in place for the Policy Committee's review before the next ARLS Board meeting.
- \* The 2015 **Staff Development Day** was very successful. The staff enjoyed the variety of classes and having a day with coworkers from other branches. There was nearly 100% staff attendance. Guest Speaker Rita Oakes offered the Keynote address entitled "Blackbelt Librarian" (from the book with the same title). This addressed the topic of library security, and included a section on Active Shooter training. There were 11 breakout sessions including training on Genealogy, Instagram/Social Media, Library Aware (our Public Relations software program), the PINES catalog, MANGO (a database which teaches foreign languages), and various new technology equipment for the staff to use and learn more about. One portion of the day that was very successful was having the staff "Reimagine" the ARLS

library of the future. Many new services were discussed and the Resource Team will be evaluating the potential of those newly imagined programs & services.

## Finance

*Mamie Simonds, Business Manager*

- \* The annual audit (AUP) engagement with Terry Masters, CPA was conducted during this reporting period. Internal Audit procedures followed with testing of the following: Cash receipts, Deposits, Invoices, State funding, Federal funding appropriations, construction expenditures and revenues, capital assets, bank reconciliations, investments, and fund financial statements were tested according to state accounting guidelines. A full report will be presented to ARLS as Mr. Masters completes his report when it is approved by the Board of Regents. E-verify and adding the capital assets materials collection to the general ledger were new items to be tested this year. ARLS successfully completed the testing procedures as required by Georgia Department of Audits.

## Development & Grants

*Donna Brumby, Assistant Director*

### Grants awarded during the third quarter of FY16:

- \* ALA Public Programs Office and National Center for Interactive Learning: Discover Tech: Engineers Make a World of Difference (Madison County Library; Kim James and Lorena Gay-Griffin). Madison County Library was selected as one of only eight libraries across in the U. S. to host a national tour of a traveling interactive exhibition highlighting engineering activities and practice. The library will present 10 public programs in collaboration with community organizations, local scientists, and educators. The series will include adult programs by UGA Extension Service, EarthHomes, and the GPLS technology "petting zoo." Programs for youth will include Lego robotics and a STEM-related career fair. Multi-generational program opportunities will include a mini maker fair / hackathon with Hatch, and mini motors and squishy circuits geek projects.
- \* Georgia Council for the Arts: Vibrant Communities. Funded by Georgia Legislature to help GCA increase the reach of arts grants across the state, new grants will provide art programming projects for local communities. The Athens Regional Library System received three of these grants.
  1. **Madison County Library (Kim James):** Exercise Your Mind and READ! \$1,100.00 will help provide three arts and crafts programs for adults and two for children during Summer Reading 2016. Themes include pottery, soap-making, metal working, storytelling and acting, and ukuleles. Presenters will be local and regional artists and experts.
  2. **Oconee County Library (Rhea Hébert and Rebecca Ballard):** Oconee Inspira-thon. \$4,000.00 will provide programming for a series of creativity workshops to inspire children, ages six – 14, to learn and create in a variety of media. Educational presenters will introduce puppet making and song writing. Programs will be made available at both the Oconee County Library and the Bogart Branch.
  3. **Oglethorpe County Library (Tiffany Speed and Lorena Gay-Griffin):** Building on Art History. \$1,000.00 will fund three two-weekend workshops for adults and teens. Workshops will focus on iconic artists and offer opportunity to create works of art inspired by the style of those artists. Program specialist will be local artist (and Oglethorpe County Library Substitute Assistant) Nan Demsky.

### Grants currently in the works:

- \* Turner Family Foundation grant for upgrading Pinewoods facility submitted by Assistant Director, Lorena Gay-Griffin. The application has been filed and we are currently awaiting a decision.

## Facilities

*Joy Ovington, Operations Manager*

- \* Lighting has been installed in the adult new books section and the Children's area.
- \* The Operations Manager's laptop has been equipped with the software that will enable changes to the regional telephone system. This will enable the ability to remotely change the telephone message in the event of library closings or delayed openings due to weather conditions.

## **Support Services**

### **Materials**

*Donna Brumby, Assistant Director*

- \* Holly Bowden and Acquisitions Assistant Josh Goodwin participated in testing for Evergreen 2.9, which will be the new PINES upgrade coming in January 2016.
- \* Josh Goodwin Acquisitions Assistant, attended GPLS Cat1 copy cataloging training in October and original RDA cataloging of books training in December.

### **Public Relations**

*Rhiannon Eades, Public Information Officer*

- \* During the month of January, we had an advertisement on Magic 102 encouraging residents to use library resources to buttress success with all their New Year's resolutions.
- \* February is National "Love My Library" Month. The library will have four billboards around the region and various displays in every Branch.

### **Technology**

*Greg Deal, Information Technology Manager*

- \* **E-rate** Form 470 applications have been filed for the region. The E-rate program provides schools and libraries with discounted billing of up to 90% for phones, Internet and eligible equipment and services. In addition to discounts for phones and Internet service, the library has requested funding for upgrading network infrastructure, including new gigabit switches, cables and Uninterruptible Power Supplies at each location. The library has also requested bids for a centrally managed wireless system with more powerful access points at each library.
- \* The IT Department completed roll-outs for new equipment received in August, including the repurposing of approximately 30 computers to upgrade existing staff computers and OPACs in the region.
- \* IT is also working on an upgrade of our web server, including moving the site to improved hardware for better reliability and performance, as well as upgrading the software to the latest version of Joomla. As part of the upgrades, we are also making design changes on the website to improve appearance and navigation, and implement mobile-friendly design.

## **Public Services (ACCL)**

*Trudi Green, Assistant Director*

### **Circulation**

- \* The Athens-Clarke County Library recently acquired additional lighting in the new books browsing area. The additional lighting makes it much easier for patrons to browse and highlights our newest materials.
- \* In November the new kids PINES cards arrived! The cards feature the art of Georgia illustrator Michael P. White. One design has a fun bird and the other showcases a goat! The circulation staff have signed up many kids with the new cards. The goat design seems to be the most popular!

### **Heritage Room**

- \* Completed Saving Stuff series with Natalie Wright of the Digital Media Center. We had maximum attendance at all programs and received excellent feedback from patrons. We hope to offer the series again next Fall.
- \* Our annual Night Owl Prowl was another success, with 26 in attendance. Thanks to the Clarke-Oconee Genealogical Society for their co-sponsorship.

### **Information Services**

- \* Passport Services moved to the second floor in October. This has been a very positive change for both staff and patrons.
- \* Passport agents completed their annual refresher and re-certification course. Two new staff members, attended new passport agent training in Atlanta--a third new librarian is scheduled to attend in January.

### **Teen Services**

- \* Athens-Clarke County Library received a Great Stories Club grant from ALA. This grant provides reading material for at-risk teens. The library will be partnering with Ombudsman to host the meetings and two UGA professors and a community activist will be participating in the discussions as well. The

The branch conducted a Cardboard Guitar workshop using Makey Makey kits to connect to the computer, exploring electronic circuitry. In December, guest pianist Caroline Aiken played the new keyboard from the grant, and the branch held a holiday sing-along with 45 in attendance. Other branches may borrow this equipment, as desired.

### Oglethorpe County

- \* Oglethorpe County Library Branch Manager Tiffany Speed returned to work in December.
- \* The library began its GED class with Paxen Learning on January 11. This class will run Monday-Friday for 6 weeks and will allow participants to complete their GED during this time.
- \* Benjamin McDaniel, Director of Oglethorpe County Parks and Recreation Department, is offering "Busy Bodies with Coach Ben" to preschoolers on the 3<sup>rd</sup> Friday of each month. This has been a very popular program for children and is one of several planned partnerships with the Recreation Department.
- \* The Friends of Oglethorpe County Library and Oglethorpe Fresh held a silent auction and concert as a fundraiser for the library.
- \* The library has been approved to receive a new roof and renovations to the entryway and lobby. The county was able to use funds from an insurance claim to the Georgia Public Library System's Maintenance, Renovation, and Repair (MRR) grant funds, enabling this long-awaited renovation to occur.

### Oconee County

- \* Oconee County's **Watkinsville Branch** has added a Spanish-language Storytime. Conducted by native speaker Paula Reynaldi, the story sessions are bringing a mix of Latinos and English-speakers interested in learning Spanish.
- \* Staff and teen volunteers marched in the annual Watkinsville Christmas parade, tossing candy to the crowd. The branch collected food for furry friends during the holidays and donated to the pet shelter. Branch Manager Rhea Hebert has brought donated books to the Health Department office. Staff at the Health Department report that parents are now staying off their phones and instead, reading to their children while waiting for appointments.
- \* **Bogart Branch** continues to offer strong programming for "Tween" age patrons. A knitting circle, Lego club and Tea on Tuesday book club are geared toward this demographic. Several holiday craft programs were offered, and an after-Christmas magic show kept kids and parents entertained during the holiday school break.

### Staff News

*Valerie Bell, Library Director*

- \* Watkinsville Branch Youth Services staff **Molly Moore** and **Lyndey Clayborn** attended the national Young Adult Library Services Association (YALSA) conference in Portland, Oregon in November. They came back excited and full of new ideas.
- \* **Valerie Bell** and **Joy Ovington** attended the Athens Area Employer Committee December meeting at the Department of Labor office.
- \* **Joy Ovington** and **Mamie Simonds** attended a webinar coordinated by GPLS regarding Affordable Care Act reporting.
- \* **Joy Ovington** attended a webinar regarding Transgender Workplace Rights.
- \* **Josh Goodwin** Acquisitions Assistant, attended GPLS Cat1 copy cataloging training in October and original RDA cataloging of books training in December.
- \* **Angela Stanley** presented at the Society of Georgia Archivists annual conference, in a panel titled, "Identifying and Keeping Volunteers" in October. This session discussed how archivists at three different types of institutions have worked with members of the public to provide mutually beneficial experiences for both the volunteer and the repository. Topics included the identification of projects for volunteers with a wide variety of backgrounds and experiences and maintaining interest and dedication over time. Beth Whitlock also attended the conference.

- \* **Angela Stanley** attended a weeklong retreat at Amicalola Falls and a two-day seminar in Savannah as part of her participation in PINNACLE (Public Library Institute for New and Creative Leadership Education).
- \* **Priscilla Lewis** attended training in Chicago in November for the Great Stories Club grant.
- \* Information Services librarian **Tammy Gerson** presented a program on Hanukkah for the Children's Department.
- \* ACCL Staff held a holiday cookie swap/fund-raiser for Project Safe. Several staff members brought in cookies to share with their colleagues, and many more donated money or a toy for Toys for Tots. This was spearheaded by **Tammy Gerson**.
- \* The "Spooky Staff Picks" display headed up by Circulation clerk **Stephanie Rivers** in October was very popular. Sixteen AC-C staff provided numerous suggestions to keep the spooktacular display full as the items were checked out by patrons.
- \* Circulation clerk **Joshua Foxworth** helped to staff the ACCL Star Wars Day! He manned the Wookie Bookmark station and also helped with set up and clean up.
- \*

**Personnel**

*Valerie Bell, Library Director*

<b>Newly Hired Staff</b>		
<b>Name</b>	<b>Action Date</b>	<b>Branch &amp; Title</b>
Brittany M. Smallwood	October 20, 2015	Watkinsville Branch Assistant
Jeannette E. Molina	November 9, 2015	ACCL Pinewoods Branch Clerk/Custodian
Melissa Jennings Sweat	November 9, 2015	ACCL Public Relations Intern #2
<b>Resignations &amp; Retirements</b>		
<b>Name</b>	<b>Action Date</b>	<b>Branch &amp; Title</b>
Vicki Ussery	December 30, 2015	Oglethorpe Branch Assistant
Carley Guillorn	December 31, 2015	Royston Branch Assistant
Emma LeCroy	December 31, 2015	Lavonia-Carnegie Library Branch Manager

**Requests & Board Action**

*Valerie Bell, Library Director*

Resolution for Emma LeCroy

AUP

Ratification to accept the \$32,785 bequest from the estate of Ms. Aleda Joan Hartman.



Nathan Deal  
Governor

Thomas Alan Skelton, CPA  
State Accounting Officer

**Date:** January 4, 2016  
**To:** All Agency Heads and Chief Fiscal Officers  
**From:** Alan Skelton, State Accounting Officer *TAS*  
**Re:** Mileage Rate Decrease for Calendar Year 2016

This memo is to communicate changes to State travel reimbursement rates for calendar year 2016. These changes apply to the use of privately owned automobiles (POA), authorized State Government-owned automobiles, and motorcycles used for official state purposes.

**Please make sure the information in this memo is conveyed to appropriate staff in your agency/department.**

The Official Code of Georgia Annotated (OCGA) Section 50-19-7 requires use of the United States General Services Administration (GSA) rates for mileage when State employees are reimbursed for use of a privately owned vehicle on official travel.

The GSA recently announced revised rates for calendar year 2016. The following rates are applicable to travel that occurs on or after January 1, 2016:

<b>Tier 1 Rates:</b>	Automobile	\$ 0.54 per mile
	Motorcycle	\$ 0.51 per mile
	Airplane	\$ 1.17 per mile

**Tier 2 Rate:** \$0.19 per mile

The mileage reimbursement rate policy has been updated on SAO's website to reflect the 2016 rates. Any agency not on the TeamWorks Travel & Expense System will be responsible for updating the travel expense form. The standard expense form template is provided on SAO's website.

Any reimbursement of mileage claims paid to an employee in excess of rates published in the mileage reimbursement policy must be refunded to the state or characterized as taxable compensation to the employee.

Any questions concerning the contents of this memorandum or related to the State travel regulations should be directed to the following email address: [SAO\\_travel@sao.ga.gov](mailto:SAO_travel@sao.ga.gov).

cc Governor's Office of Planning & Budget  
State Purchasing Division

**ATHENS REGIONAL LIBRARY BOARD COMMITTEES 2016**  
**DRAFT**

Executive Committee

Tom Gresham, Chairperson [Oglethorpe County]  
Rita Shoemaker, Vice Chairperson [Franklin County]  
Penny Mills, Treasurer [Oconee County]  
Wally Eberhard, At-Large [Athens-Clarke County]

Finance Committee

Penny Mills, Chair [Oconee County]  
Mark Campbell [Oconee County]  
Ramona Booth [Madison County]  
Robert Wyatt [Oconee County]

Personnel Committee

Bill Prokasy, Chairperson [Athens-Clarke County]  
Dennis Hopper [Athens-Clarke County]  
Howard Shapiro [Oglethorpe County]  
Karen Harrison [Madison County]

Policy Committee

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Publicity Committee

Jean Westmacott, Chairperson [Oglethorpe County]  
Cindy Bryant, [Franklin County]  
Harry Rice, [Madison County]

Note: Board Chairman and Library Director are Ex-officio members of all Committees and should be notified of all Committee meetings. All Committee Meetings should operate under the provisions of the Open Meetings Act.



# ATHENS REGIONAL LIBRARY SYSTEM

## BOARD MEETING SCHEDULE

### 2016

January 21 <sup>st</sup>	- 3:30 PM	Athens-Clarke County Board Room
April 21 <sup>st</sup>	- 3:30 PM	Athens-Clarke County Board Room
July 21 <sup>st</sup>	- 3:30 PM	Athens-Clarke County Board Room
October 20 <sup>th</sup>	- 3:30 PM	Athens-Clarke County Board Room

## ATHENS REGIONAL LIBRARY SYSTEM

### 2016 SCHEDULED CLOSINGS

All Libraries in the Regional System will be Closed:

December 31, 2015; close at 6 PM.....	New Year's Eve
January 1, 2016.....	New Year's Day
January 18, 2016.....	Dr. Martin Luther King, Jr. Birthday
March 27, 2016.....	Easter Sunday
May 30, 2016.....	Memorial Day
July 4, 2016.....	Independence Day
September 5, 2016.....	Labor Day
November 11, 2016.....	Staff Development Day
November 23, 2016; close at 6PM.....	Thanksgiving Eve
November 24, 2016.....	Thanksgiving Day
December 24, 25, 26, 2016.....	Christmas Holidays
December 31, 2016; close at 6 PM.....	New Year's Eve
January 1, 2017.....	New Year's Day

## **ATHENS REGIONAL LIBRARY BOARD COMMITTEES 2016**

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